TS-EAS - EAC-CPF team

Place: Virtual meeting, Zoom

Date: Friday, 20 December 2019, 7am Boston/12am London/1pm Berlin/11pm Melbourne

Participants: Ailie Smith, Caitlin Rizzo, Clint Johnson, Karin Bredenberg, Kerstin Arnold, Lina Bountouri, Mark Custer, Silke Jagodzinski

Minutes

1) Organisational matters (Silke)

On Tuesday, 28 January 2020 we will have a joint meeting between EAC-CPF, EAD and Schema team, taking 2 hours. We will discuss and hopefully decide, questions on alignment and shared schema. A reminder and an agenda will be sent beforehand.

We warmly welcome Lina Bountouri who is a long term TS-EAS member and is starting to work in the EAC-CPF team. Lina is going to work together with Ailie on our Documentation update, i.e. Tag Library, esp. examples and best practise guidelines.

2) Berlin meeting (Silke)

As planned before, invitations to our Berlin meeting were sent by ICA beginning December 2019. The whole TS-EAS is asked to send an acceptance or cancellation to Mark, Karin and/or Silke.

Everyone is invited to send issues and topics for discussion during the meeting until the end of January 2020. Please send information on topic/object/issue and time needed. Please also prepare a paper and presentation and give a proposal for your question.

3) Topic: Names (Silke)

a) issues [#68](#), [#69](#): link from <nameEntry> to <conventionDeclaration>

We all agreed with Kerstin, @rules has another definition in EAD3 and shouldn't be used with the same name but different scope in EAC-CPF. We also all agreed, that we need an attribute to link back to //conventionDeclaration, but won't use @target, as it is a technical and not very appropriate term within the more descriptive names of elements and attributes in EAC-CPF.

Decision: keep the attribute but rename the attribute to make clear it is a pointer. Postpone the decision about the attributes name together with the reconciliation question.

b) paper [chapter 3](#), (= [#67](#)): add information on responsible institution for a rule or convention described in <conventionDeclaration>

The team did not find a common solution for the question if the existing encoding of <maintenanceAgency> should be used and therefore the scope of the element should be widened.

It is not clear why and how to use this encoding, i.e. use cases are missing. --> **Silke is going to contact EAC-CPF users** from France, Spain, Italy and SNAC for use cases and real life examples and how they prefer the encoding.

Kerstin brings up the idea to use an attribute in <maintenanceAgency> to define its usage and what kind of information/data an agency is maintaining. With that solution, there is no need to add the maintenance agency element to the convention declaration.

4) Topic: Assertion Description (Mark)

Due to lack of time we did not discussed or decided anything on Assertion Description and postponed this topic to our next meeting.

All: please read and comment on the papers [2nd draft](). Mark is going to update the paper accordingly the current comment beginning of January.

5) Any other business (all)
We all wished each other Merry Christmas, nice holidays and a happy new year.

6) Next meetings
    ● Tuesday, 28 January 2020, 9am Boston/2pm London/3pm Berlin/28 Jan 2020 1am Melbourne, https://duke.zoom.us/j/132344767

    ● Friday, 31 January 2020, 7am Boston/12am London/1pm Berlin/11pm Melbourne

    ● Friday, 28 February 2020, 7am Boston/12am London/1pm Berlin/11pm Melbourne

    ● Monday - Friday, 9 - 12 March 2020: Face-to-face meeting in Berlin